



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2024-04-0353 NP-LOV  
Date: April 24, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email # : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

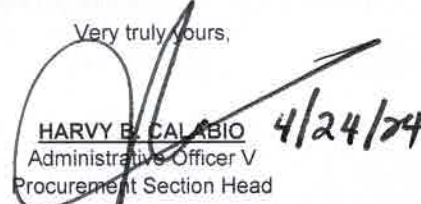
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [ccvictorio@dswd.gov.ph](mailto:ccvictorio@dswd.gov.ph) not later than **5:00 PM on April 30, 2024 (Tuesday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number ], [Deadline of Submission]**.

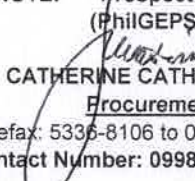
Very truly yours,

  
**HARVY B. CALABIO**  
 Administrative Officer V  
 Procurement Section Head

4/24/24

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: August 11-16, 2024
- Place of Delivery: Manila City
- Terms of Payment: within 30 days upon final inspection and acceptance  
 Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
 Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

  
**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
 Contact Number: 09984746898

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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RFQ No. 2024-04-0353

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(should be filled up by supplier)

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Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP-LOV

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
1	50	pax	Board and Lodging for 5 days			
	47	guaranteed pax	Humanitarian Supply Chain Management (HSCM) Course			
			Venue: Manila City			
			Date: August 11-16, 2024			
			Check in for secretariat (5 pax): Early check in August 11, 2024 / 10:00 am			
			Check in for participants (45 pax): August 11, 2024 / 12:00 nn			
			Check out: August 16, 2024 / 12:00 nn			
			<b>Number of Pax: 50 Maximum</b>			
			Guaranteed number of pax: 47 guaranteed. <b><i>If the total number of the participants exceeds the guaranteed participants, the agency will be billed for the actual number but not more than the maximum no. of participants</i></b>			
			Room Sharing: Air conditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX and bathrooms with Hot and Cold Shower with enough toiletries (towel, toothpaste, soap, and shampoo) drinking water with utensils, coffee, WIFI, TV with cable connection, with available iron for clothes.			
			<b>Meal schedule</b>			
			August 11: PM snack, Dinner			
			August 12-15: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			August 16- Breakfast, AM snack, Lunch			
			<b>Type &amp; Time of serving:</b> <b>Managed Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 6:00 AM AM snack - 9:30 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			<b>Menu selection:</b>			
			Hotel will submit proposed menu of the day a week before the training schedule (3 main dish including vegetables, Soup, Dessert, and Beverages)			
			No repeating meal per menu			
			Food to be served should have vegetables and fruits and can adjust to Muslim and Non-pork eater.			
			***page 1 of 2***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Six Hundred Fifty Thousand Pesos Only (Php 650,000.00)			

PURPOSE: Humanitarian Supply Chain Management (HSCM) Course

PR No.: 2024-04-0353 NP-LOV

VAT  
 Non-VAT

(Signature over Printed name)  
Supplier

**IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.**



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MOP: NP-LOV

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			<b>Inclusions:</b>			
			Structurally sound and safe for occupancy with enough Fire escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs			
			Facilities must be PWD and Senior Citizens-Friendly			
			Use of Airconditioned function room (can accommodate 50 pax) and Guest Rooms with cable TV			
			The Session Hall/Function Hall/Conference Hall is free noise which is detrimental to the event/activity/meeting			
			FREE Wi-fi access to both Guest/ Function Halls and Rooms			
			Free flowing of Brewed Coffee and Tea/Drinking Water			
			Atleast one (1) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns			
			Two (2) Tarpaulin free of charge -Welcome Tarpaulin (10 ft (L) x 4 ft (H)) & Design to be sent by the organizer -Welcome Display on Monitor TV to be displayed in the lobby			
			One (1) complimentary room for the secretariat			
			<b>Function Room Arrangements:</b>			
			FREE use of Fully-Air conditioned Session Hall/Conference Room, spacious for activities and can accommodate 50 participants on <b>August 12-16, 2024 form 7:00am until 7:00pm</b>			
			No obstructing pillars in the Conference Hall/Room and should be high ceiling			
			Tables and chairs: Round table type with cloth			
			Strong Wi-Fi connection (free of charge) for Conference Hall and Room			
			FREE Use of Projectors with Screen with splitter, Good to High-Quality Audio System, with at least 4 wireless microphones, availability of electric outlets and extension cords in the Conference Hall, Rostrum with 1 Philippine Flagpole and other Amenities			
			FREE Pencil/Ballpen and Notepads for the participants daily			
			***page 2 of 2***			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Six Hundred Fifty Thousand Pesos Only (Php 650,000.00)			

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